

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
D. 72 (REV. 7-92)

802671 REC [Signature]

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

(1) DEPARTMENT, BOARD OR COMMISSION
Department of Conservation
DIVISION, BUREAU OR OTHER UNIT
Division of Oil, Gas, & Geothermal Resources/Santa Rosa
ADDRESS
50 D St., Rm. 300, Santa Rosa, CA 95404

OFFICE OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

CHECK THE APPROPRIATE BOX:
(2) ☐ New schedule of records that have never been scheduled. (Complete boxes 6 - 8.)

(3) ☒ Revising a previous schedule. (Complete boxes 5 - 12.)
(A new approval number will be assigned.)

(4) ☐ Amending some pages of a previous schedule. (Complete boxes 8 - 12.)
(The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
	2-671	3/5/87	4	145
REVISOR SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
	2-671			

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS <i>James A. Stelling</i>	(14) TITLE Geothermal District Engineer	(15) DATE SIGNED 3/11/93
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE - RECORDS MANAGEMENT ANALYST <i>Michael D. Evans</i>	(17) TITLE Administrative Services Officer	(18) TELEPHONE (916) 323-2950	(20) DATE SIGNED 5/19/93
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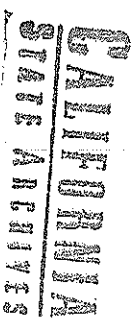
SIGNATURE - OIS CONSULTANT <i>Michelle Wilson</i>	(22) APPROVAL NUMBER 93.149	(24) DATE SIGNED 5/25/93
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PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

☐ Contains no material subject to further review by the California State Archives

☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



SIGNATURE - CHIEF OF ARCHIVES <i>John F. Burns</i>	(26) DATE SIGNED JUN. 25 1993
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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-90)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Conservation		SCHEDULE NUMBER (2) 2-671	DATE (3) January 13, 1993
ORGANIZATIONAL UNIT Division of Oil and Gas, Geothermal Section		PAGE 1	OF 4 PAGES (4)
ADDRESS (Number Street City) 50 "D" Street, Room 300, Santa Rosa, CA		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1	7.0		MISSION OF THE DIVISION OF OIL AND GAS THE DIVISION OF OIL AND GAS REGULATES OIL, GAS AND GEOTHERMAL RESOURCES TO PREVENT DAMAGE TO LIFE, HEALTH, PROPERTY AND NATURAL RESOURCES. THE PRINCIPAL, MANDATED OBJECTIVES OF THE DIVISION OF OIL AND GAS IN REGULATING OIL, GAS, AND GEOTHERMAL EXPLORATORY, DEVELOPMENT, PRODUCTION AND ABANDONMENT OPERATIONS.								
2			<u>ADMINISTRATION</u> A. General Correspondence	P		ACT. +3			ACT. +3		Act. Purged when superseded.
3			B. Personnel - Timesheets, training requests, travel claims, health forms, duty statements			3			3		Three years from issue date. Backup copies.
			C. Lease and Office information			3		2	5		Five years from termination of lease. Backup copies.
4-15 ** ITEMS 25 , PERMANENT RETENTION PER GG 3234, CC 1790											

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

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Division of Oil and Gas, Geothermal Section

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4	7.0	Hold / Notify Archives	<u>GEO THERMAL OPERATIONS</u> A. Operator Correspondence	P		Permanent					These records are kept permanently as they are vital to proposed operations of the well site.
5			B. Agent Designation			Permanent					These records are kept permanently as they are vital to proposed operations of the well site.
6			C. Bond Request Forms			Permanent					
7	4.0	Hold / Notify Archives	<u>GEO THERMAL PRODUCTION</u> A. Geothermal Well Records - District G-1 (Hard Copy only)	P		Permanent				IX	Per Public Resources Code (PRC), Section 3234, "Such records shall be public records when filed with the Division unless the owner or operator requests, in writing, the Division to retain the well records confidential."
8	54.0	Hold / Notify Archives	B. Geothermal Well Records - District G-3 (Hard Copy only)	P		Permanent				IX	Per Public Resources Code (PRC), Section 3234, "Such records shall be public records when filed with the Division unless the owner or operator requests, in writing, the Division to retain the well records confidential."
9	21.0	Hold / Notify Archives	C. Geothermal Well Site Plans - District G-3 (Hard Copy only)	P		Permanent				IX	Per Public Resources Code (PRC), Section 3234, "Such records shall be public records when filed with the Division unless the owner or operator requests, in writing, the Division to retain the well records confidential."

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10	2.0	Hold / Weekly Archives	D. Well Injection Reports - OGG110-I	p		Permanent	- - -	- - - -			IX	Items 10 and 11: Per Public Resources Code (PRC) Section 3234.
11	9.0	Hold / Weekly Archives	E. Well Production Reports - OGG110-S	p		Permanent	- - -	- - - -				
12	3.0	Hold / Weekly Archives	F. Interpretative Data	p		Permanent	- - -	- - - -				
<u>ENVIRONMENTAL</u>												
13	1.0	Hold / Weekly Archives	A. Determinations	p		Permanent	- - -	- - - -				PRC, Section 3234
14	1.0	Hold / Weekly Archives	B. California Energy Commission Power Plant Sitings	p		Permanent	- - -	- - - -				Documents issued by the California Energy Commission in power plant permitting process.
15✓	32.0	Hold / Weekly Archives	C. Environmental Documents (EIRs)	p		Permanent	- - -	- - - -				PRC, Section 3234
<u>GEOHERMAL REGULATION</u>												
16	1.0	Hold / Weekly Archives	A. Monthly Statistical Reports	p		3		2	5			Five years from termination of lease. Backup copies
17	1.0		B. Staff Meeting Minutes	p		3		2	5			Purged when superseded.
18			C. State/County Correspon- dence	p		3		3	6			Purged when superseded.

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19	1.0		D. Weekly Summary of Notices	p		3		3	6		Three years from filing date.
20	1.0		E. Confidential Status Determination of Geothermal Wells - Listing of Geothermal Wells Retained in Confidential Status	p		Permanent		- - - - -	- - - - -	IX	Per Public Resources Code (PRC), Section 3234, "Such records shall be be public records when filed with the Division unless the owner or operator requests, in writing, the Division to retain the well records confidential."
TOTAL	146.0	CU. FT.									

*Provide total of office and departmental

3230. The notice of intention to abandon shall contain the following information:

- (a) The total depth of the well to be abandoned.
- (b) The complete casing record of the well, including plugs.
- (c) Such other pertinent data as the supervisor may require on printed forms supplied by the division or on other forms acceptable to the supervisor.

3232. Within 60 days after the completion of abandonment of any well, the owner or operator of the well shall make, in such form as the supervisor or the district deputy may direct, a written report of all work done in connection with the abandonment. The supervisor or the district deputy shall, within 10 days after the receipt of a written report of completion, furnish the owner or operator with a written final approval of abandonment, or a written disapproval of abandonment, setting forth the conditions upon which the disapproval is based.

Failure to abandon in accordance with the approved method of abandonment, or failure to notify the supervisor or the district deputy of any test required by the final approval of abandonment to be witnessed by the supervisor, the district deputy or his inspector, or failure to furnish the supervisor or the district deputy, at his request, with any information regarding the condition of the well, shall constitute sufficient grounds for disapproval of the abandonment.

3234. (a) Except as otherwise provided in this section, all the well records, including production reports, of any owner or operator which are filed pursuant to this chapter shall be public records for purposes of the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code).

Those records shall be public records when filed with the division unless the owner or operator requests, in writing, the division to maintain the well records of onshore exploratory wells or offshore exploratory wells confidential. The records of other wells may be maintained confidential if, based upon information in a written request of the owner or operator, the supervisor determines there are extenuating circumstances. For onshore wells, the confidential period shall not exceed two years from the cessation of drilling operations as defined in subdivision (e). For offshore wells, the confidential period shall not exceed five years from the cessation of drilling operations as defined in subdivision (e).

Well records maintained confidential by the division shall be open to inspection to those persons authorized in writing by the owner or operator. Confidential status shall not apply to state officers charged with regulating well operations, the director, or as provided in subdivision (c).

Upon receipt by the supervisor of a written request documenting extenuating circumstances pertaining to a particular well, including

Expiration,
prospects
and offshore
well records

Expiration
of lease

Id. of
Equalization
and County
Assessor

Exception:

Complaint

a well on an expired or terminated lease, the supervisor may extend for six months the period of confidentiality. For offshore wells, the total period of confidentiality, including all extensions, shall not exceed four years (from the cessation of drilling operations as defined in subdivision (e)), and for offshore wells the total period of confidentiality, including all extensions, shall not exceed seven years from the cessation of drilling operations as defined in subdivision (e), unless a longer period of time is approved by the director after a public hearing.

(b) Notwithstanding the provisions of subdivision (a) with respect to the period of confidentiality, the well records for onshore and offshore wells shall become public records upon a demonstration to the supervisor that the lease has expired or terminated.

(c) Production reports filed pursuant to Section 3227 shall be open to inspection to the State Board of Equalization or its duly appointed representatives when making a survey pursuant to Section 1815 of the Revenue and Taxation Code or when valuing state-assessed property pursuant to Section 751 of the Revenue and Taxation Code, and to the assessor of the county in which a well referred to in Section 3227 is located.

(d) For the purposes of this section, "well records" shall not include either experimental logs and tests or interpretive data not generally available to all operators, as defined by the supervisor by regulation.

(e) Cessation of drilling operations occurs on the date of removal of drilling machinery from the well site.

3234.1 (Repealed, Effective July 1, 1976)

3235. The supervisor may upon his own initiative or shall upon receipt of a written complaint from a person owning land or operating wells within a radius of one mile of any well or group of wells complained against make an investigation of the well or wells involved. The supervisor shall make a written report and order, stating the work required to repair the damage complained of, or stating that no work is required.

A copy of the order shall be delivered to the complainant, or if more than one, to each complainant, and, if the supervisor orders the damage repaired, a copy of the order shall be delivered to each of the owners, operators, or agents having in charge the well or wells upon which the work is to be done.

The order shall contain a statement of the conditions sought to be remedied or repaired and a statement of the work required by the supervisor to repair the condition. Service shall be made by mailing copies to such persons at the post office address given.

3236. Any owner or operator, or employee thereof, who refuses to permit the supervisor or the district deputy, or his inspector, to inspect a well, or who willfully hinders or delays the enforcement of the provisions of this chapter, and every person, whether as principal, agent, servant, employee, or otherwise, who violates, fails, neglects, or refuses to comply with any of the provisions of this chapter or who fails or neglects or refuses to furnish any report or record